



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Federal Duck Stamp Office MS:MB  
5275 Leesburg Pike  
Falls Church, VA 22041

Submit by Email

- ☐ Federal Duck Stamp  
Art Display
- ☐ Junior Duck Stamp  
Art Display

## Exhibit Application

Name of Event

Dates of Event

Exhibit Hours

Exhibit Sponsor

Contact Name

Phone Number

Email Address

Sponsor is (check only one):

- ☐ CIVIC ☐ INDUSTRIAL ☐ COMMERCIAL ☐ TECHNICAL ☐ GOVERNMENT ☐ EDUCATIONAL  
☐ PROFESSIONAL ☐ OTHER SPECIFY

PUBLIC RELATIONS CONTACT

PHONE:

### SHIPPING INFORMATION

SHIP TO:  
(INCLUDE  
BUILDING,  
STREET  
ADDRESS, CITY,  
STATE AND ZIP

DELIVER EXHIBIT BY:

EXHIBIT TO BE RETURNED

DATE:

DATE:

SET UP DATE:

BREAK DOWN DATE:

### EVENT DATA

TOTAL EXPECTED ATTENDANCE

PRIOR YEAR ATTENDANCE

CITY/TOWN POPULATION

AUDIENCE BASE

GIVE A BRIEF  
DESCRIPTION OF  
THE EVENT AND  
THE AUDIENCE

WHAT OTHER  
EXHIBITS ARE  
COMMITTED TO  
THIS EVENT  
(include the type  
of exhibit(s)  
committed by  
other sources)

Will admission be charged? ☐ Yes ☐ No

Amount  Proceeds to go to:

\* A separate admission charge may not be made to view the Federal or Junior Duck Stamp exhibit, nor can any admission increase be made because of the addition of the Federal or Junior Duck Stamp Exhibits.

WILL THERE BE REGULARLY SCHEDULED, FULL-TIME GUARDS OR SECURITY PROTECTION FOR THE GOVERNMENT EXHIBIT? (If no, indicate the alternate precautions that will be taken.)

☐ Yes ☐ NO

You must mount the original art behind protective glass, plexiglas, or a stanchion during open hours.

PRECAUTIONS

DOES THE SPONSOR CARRY PROPERTY INSURANCE THAT WILL PROTECT GOVERNMENT PROPERTY AGAINST ANY LOSS OR DAMAGE WHILE IN ITS CUSTODY? ☐ YES ☐ NO (IF NO, ANSWER THE FOLLOWING

☐ AS THE SPONSOR, I AGREE TO OBTAIN SUCH INSURANCE IN SUFFICIENT AMOUNTS AS THE GOVERNMENT WILL REQUIRE.

The art exhibit must be insured for a value of \$37,000. Federal facilities are self-insured and the additional insurance requirement is waived.

☐ Check Box AS THE SPONSOR, I AGREE TO PAY ALL SHIPPING CHARGES TO THE NEXT LOCATION. SHIPPING MUST BE HANDLED THROUGH A SHIPPING COMPANY THAT PROVIDES REAL TIME TRACKING ON ALL SHIPMENTS.

PLEASE PROVIDE A SCALE DRAWING OF THE DISPLAY AREA THAT THE ART EXHIBIT WILL OCCUPY.

ADDITIONAL  
REMARKS AND  
COMMENTS

SIGNATURE OF  
AUTHORIZED  
REPRESENTATIVE

**IMPORTANT: THESE REQUIREMENTS MUST BE READ.**

They are part of the exhibit application. After completion, this page must be attached to the copy retained by the Sponsor.

**REQUIREMENTS:**

1. All questions on the Exhibit Application should be completed. If a question is not applicable, the response should state that fact.
2. Federal and Junior Duck Stamp exhibits are available for professional, trade, civic, educational, or public service events. Use of these exhibits must give no unfair commercial advantage. This criterion normally rules out individual business and advertising uses, but not events that public relations firms organize for public service or educational sponsors.
3. There must be no admission fee charged for this exhibit. Although this exhibit may be part of a larger exposition which charges an admission fee, such as a state fair, it may not be the major attraction of such an event.
4. The Duck Stamp exhibits requests for fund raising events benefiting a single organization or events sponsored by religious or political groups, are normally not approved.
5. The sponsor assumes all shipping expenses from the place of exhibition.
6. The sponsor shall provide suitable labor to unload, uncrate, set-up and take-down, crate and load aboard the approved carrier. All other expenses including property insurance, adequate indoor storage of empty crates, daily exhibit maintenance, utility hookup, shall be borne by the sponsoring organization.
7. Title to the Federal Duck Stamp Exhibit furnished by the Government shall remain in the Government. The sponsor shall maintain adequate property control records of the Government-furnished equipment in accordance with sound business practice.
8. During the period the exhibit is in the custody of the sponsor, the sponsor will pay expenses relating to its operation, including maintenance and repair. During this period the sponsor assumes the risk of, and is responsible for, any loss of, or damage to, the exhibit except for reasonable wear and tear. (The sponsor will contact the Federal Duck Stamp Office before effecting any repairs.)
9. The sponsor assumes responsibility for any liability, damages or injuries to person or property arising out of or in any way connected with the sponsor's possession or use of the exhibit(s), and shall hold the Government harmless against any claims arising hereunder.
10. Federal law prohibits any member or delegate to the U.S. Congress, or Resident Commissioner, from sharing in or benefiting from this agreement.
11. When necessary, and at the expense of the sponsor, the Federal Duck Stamp Office will provide an Exhibits Specialist to supervise the uncrating, set-up and take-down of the exhibit. The sponsor will be notified when it is necessary for an Exhibits Specialist to be on-site.
12. Compliance with the Civil Rights Act of 1964, as amended, will be required as it applies.
13. The sponsor may be required to carry insurance covering loss or damage to the exhibit(s), persons or property. The requirement of insurance and the minimum amount (if specified) will be shown in accompanying documents. Insurance is required for exhibits loaned to state, county municipal, and city entities, including organizations such as education institutions established by those entities.
14. All exhibits shall be displayed indoors unless written exception is given. The specific location of exhibits will be agreed upon by the sponsor and the Federal Duck Stamp Office before the loan of the exhibit is approved. Once finalized, approval must be granted by the Federal Duck Stamp Office before the exhibit can be moved to another location.
15. The sponsor shall not assign to another person or entity this agreement or any part of the rights under this agreement, except as otherwise agreed to by the United States in writing.